Overall

☐ ensure that young **rats are handled** on Monday and Thursday, and a status e-mail is sent when done. (Note: you do not need to do this yourself, just make sure it gets done; can be combined with weighing rats on Monday.)

Animal holding room (Monday)

☐ empty box of dirty **towels** into washing machine and return clean laundry items.

☐ **weigh rats**, noting weights in the holding room log. print a new weight sheet if the current one is nearly ending. (individual rat folders are updated by each rat’s owner.)

☐ as you weigh, verify that all cages have **identifying tags**. for cages with multiple occupancy, re-draw tail numbers every Monday so they don’t fade.

☐ verify that “rats fed” **status sheet** is up to date, and the next one is available in the holding room log. If not, print out a few more.

☐ check **stock levels** (brown paper towels, ethanol, handling towels, bungee cords for implanted rat cages, pen/sharpie) and replenish or notify MvdM as needed.

☐ verify that **instruction cards** about tags and bottle configurations are secure and clearly visible.

☐ if we have **young rats** (not yet on red tag), make sure they are **handled** 10 minutes each. If the majority of them have reached 400g, transfer them to single housing. (Note: you do not need to do this yourself, just make sure it gets done; can be combined with weighing rats on Monday.)

Animal holding room (Thursday)

☐ if we have **young rats** (not yet on red tag), same procedure as for Monday.

Surgery suite

☐ do a brief **visual inspection**: does everything look clean and organized? equipment turned off? any changes that may have come from other users we should know about?

☐ check **stock levels** for non-surgery items: brown paper towels, gloves, saline for surgery and perfusion, masks. (stock levels for surgery items are checked before and after each surgery.)

Running rooms

☐ do a brief **visual inspection**: does everything look clean and organized? equipment turned off? each room is the responsibility of its users, but an extra pair of eyes every week is useful too.

Workshop (B1-285)

☐ inspect all work surfaces, **putting away** anything that’s not currently in use or not in its normal place. If uncertain, check with lab members.

☐ **vacuum** work surfaces and floor, paying special attention to the grinding/sanding bench.

☐ **spray** work surfaces with Windex and wipe clean.

☐ **check stock levels** for general items (brown towels, ethanol, cleaning supplies, gloves); and stock levels for specific projects that come to mind (remember to replenish or notify MvdM about project-specific items such as cannula’s, wire, solder, etc. as you use them).

☐ put away items in **drying rack**, and wash up items remaining in the sink.

Computer lab (B1-282)

☐ clean **sink and counter**. replenish soap, detergent and towels if needed.

☐ throw out any empty boxes, packaging, and **put away** any other items that may be lying around.

Wild card

☐ improve or add something in the lab: write up a procedure, fix something broken, anything that makes the lab a better place! even something very small is infinitely better than nothing at all!